DIRECTORATE OF EDUCATION: GNCT OF DELHI
COORDINATION BRANCH: LUCKNOW ROAD: DELHI

No.30-3(17)/Coord/Circular/2011/Vol.II/

Dated:-

CIRCULAR

Sub: - Training Programmes at Directorate of UTCS, Govt. of NCT of Delhi - reg.

Please find enclosed herewith copy of below mentioned circular received from Directorate of Training, UTCS, Govt. of NCT of Delhi, Institutional Area, Shahdara, Delhi-32 :-

<table>
<thead>
<tr>
<th>S. No.</th>
<th>Circular Number</th>
<th>Subject &amp; Schedule</th>
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<tbody>
<tr>
<td>1.</td>
<td>6/4/(2)/2011-12/UTCS(TS-II)4010-4177 dated 29/03/2011</td>
<td>Training Course on “Basic Managerial Competence in Education Planning &amp; Management” on. 03/05/2011 to 05/05/2011</td>
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</table>

All DDEs of District are requested to forward the nomination of Five Principals/Senior Teachers from each District directly to Directorate of Training, UTCS, and GNCT of Delhi in the prescribed formats after verifying the particulars from Service Book and as per instructions in the enclosed letters of UTCS, immediately.

Encl: As above (2 pages).

(Shashi Kaushal)
Addl. Director of Education (Coord.)

No.30-3(17)/Coord/Circular/2011/Vol.II/5192-520

Dated:- 29.4.11

Copy for information and necessary action to:-

1. PS to Pr. Secretary (Education), GNCT of Delhi, Old Secretariat, Delhi
2. PS to Director (Education), Directorate of Education, GNCT of Delhi
3. PS to Addl. Director of Education (Admin.), Directorate of Education, Delhi
4. PS to Addl. Director of Education (School), Directorate of Education, Delhi
5. All DDEs of Districts Directorate of Education, Delhi (through website).
6. OS (IT) with the request to upload the Circular on the website.

(Shashi Kaushal)
Addl. Director of Education (Coord.)
CIRCULAR

The Directorate of Training is entrusted with the basic responsibility of conducting training programmes for various levels of officials/officers in various areas of administration. The Directorate has identified subjects needing basic knowledge and skill for managerial competence. A three days training course on 'Basic Managerial Competence in Educational Planning and Management' is an important course in the list. The Course shall commence on 03.05.2011 to 05.05.2011.

IMPORTANCE OF THE COURSE

The educational functionaries – the officials and the principals – are key persons in the process of decision making and implementation of the policy and programmes related to education. They need to be sensitized about the management and planning of education to make the system more productive and effective. The understanding of educational planning and management covering micro and macro dimensions and their sensitization to the leadership role, management skills and desirable attitude would enable them to contribute to quality education in schools.

TARGET BENEFICIARIES OF THE COURSE

The Course has been designed to benefit those working in the Government Schools, Government-aided schools and also private schools. The Course would be useful to the Education Officers, Assistant Directors (Education), Principals, Vice Principals and Senior Teachers. It may also be useful to those functionaries in the schools who discharge non-academic functions. Training Module / Learning Units are enclosed.

OBJECTIVES OF THE COURSE

At the end of the Course the participants will be able to:

1. Explain the concept of educational planning.
2. Explain the principles and techniques of education planning.
3. Describe planning machineries.
4. Elaborate management issues related to school education.

CONTENTS OF THE COURSE:

1. Education Planning and Economic Growth
2. Concept and Process of Educational Planning & Management
3. Principles and Techniques of Educational Planning
4. Planning Machineries
5. Principal as Manager of School Organization
6. Motivation and Educational Leadership
7. Quality and Management Information System
8. NPE and Curriculum Planning: Salient Points
9. Management Skills
10. Negotiation Skills
11. Conflict Management
12. Management issues related to School Education

METHODOLOGY OF THE COURSE

The Course would be conducted by experts and experienced in the area of Educational Planning and Management. The mix of class-room lecture, group discussion, case study and brainstorming techniques shall be used for transacting the course content. The participants encouraged to raise questions to clarify their doubts and satisfy their curiosities.

NOMINATIONS FOR THE COURSE

1. The Course envisages class strength of 40 Participants.
2. Nominations shall be accepted on first-come-first-serve basis.
3. Nomination letter along with bio-data of the participants in the format prescribed (enclosed) may be sent by 26.04.2011.
4. Nomination received after 26.04.2011 may not be entertained.
3. Outstation participants are requested to proceed for training only after receipt of confirmation of acceptance of nomination.

OTHER INSTRUCTIONS

1. Participants are expected to observe punctuality and regularity.
2. Participants are expected to keep their mobile phones on silent mode during the training sessions.
3. Participants are expected to complete exercises/questionnaires, if any, distributed by the faculty during any training session and also fill up the feedback form.
4. Participants are expected to utilize the knowledge gained during the training for efficient discharge of their duties.
5. Participants may contact the undersigned for any information/clarification on training course.
6. Filled up Bio-data forms of nominated officials may be forwarded by department.
7. Bio-data form is available in the department’s website www.utcs.delhigovt.nic.in under ‘Training’.
8. Contact/correspondence may be made on Phone Nos. 22307822, 0-9811144755, Fax No. 22308556 and through Email address advrg@utcs.delhigovt.nic.in

(RAJESH BHATIA)
Assistant Director - II (Trg.)
Tel. No. 22307822

File No. 6/4/2(2)/2011-12-UTCS(TS-II)/4(1)-4(17)

Dated: 29.03.2011

1. All HODs / Local / Autonomous Bodies and State Undertakings / Corporations with the request to encourage their officers to avail the benefits of this training.
2. S.O. to the Chief Secretary, Govt. of N.C.T. of Delhi, Delhi Secretariat, Delhi.
3. PS to Pr. Secretary (Trg.), Govt. of N.C.T. of Delhi, Delhi Secretariat, Delhi.
4. PA to Spl. Secretary-cum-Spl. Director (Trg.), Dte. of Training, UTCS.
5. Estate Officer, Directorate of Training (UTCS) for uploading on the website of the Department.

(RAJESH BHATIA)
Assistant Director - II (Trg.)
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<thead>
<tr>
<th>No.</th>
<th>Details</th>
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<td>Designation</td>
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<tr>
<td>09</td>
<td>Educational Qualification [Tick mark the box pertaining to highest qualification]</td>
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<td>Professional/Technical qualification</td>
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<td>Pay Band &amp; Grade Pay</td>
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<td>13</td>
<td>Details of trainings attended in the past</td>
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<td>14</td>
<td>Contact Number</td>
<td>- Office, - Personal</td>
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